

Attorney – Client Communication
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Contains material prepared by counsel and
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NOTICE OF CASE CLOSURE

Upon conclusion of the enclosed file return the following completed form via e-mail to the DOJ Director of Litigation at LitDir@ag.state.la.us and to Lolethia T. Cotton, DOJ Case Manager at cottonl@ag.state.la.us and the appropriate section chief. E-mail is preferred, but if it is not available, the forms may be faxed or mailed as follows:

Lolethia T. Cotton
Case Manager
Department of Justice
Litigation Division
Post Office Box 94005
Baton Rouge, LA 70804-9005
Fax Number 225-326-6491

Houston T. Penn
Deputy Director of Litigation
Department of Justice
3th Floor, Livingston Bldg.
1885 North Third Street
Baton Rouge, LA 70802
Fax No. 225-326-6490

DOJ Case Number:

ORM Number:

CAPTION:

REASON FOR CLOSURE (ie.: Dismissal, Abandonment, and Judgment):

CONTRACT ATTORNEY: Tel. No.:

BILLING ATTORNEY: Tel. No.:

DATE CLOSED:

DATE OPENED:

ATTORNEY'S FEES: \$
(total incurred)

EXPENSES: \$
(total incurred)

DATE:

Signature
Telephone No.: